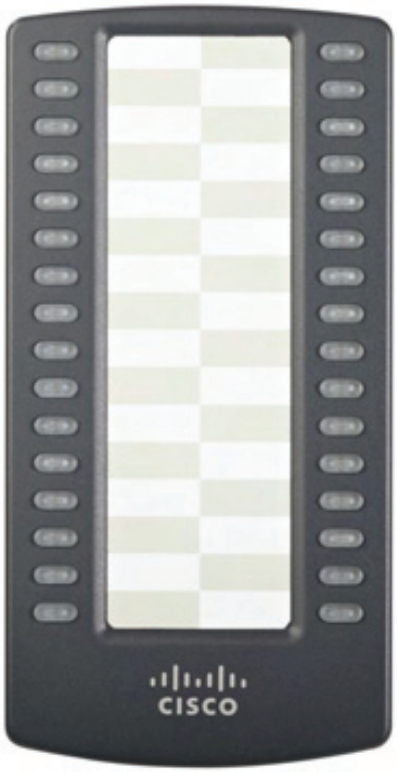
Quick start guide to your SPA 500S



SPA 500S 32-Button Attendant Console for Cisco Small Business SPA 500 Series IP Phones

Connecting the equipment

The following procedure describes how to attach the Cisco SPA 500S to a Cisco SPA 500 Series IP Phone.

Step 1 Turn both the Cisco SPA 500 Series IP Phone and the Cisco SPA 500S face down.

Step 2 Align the screw hole in the Cisco SPA 500 Series IP Phone with one of the holes on the attachment arm.

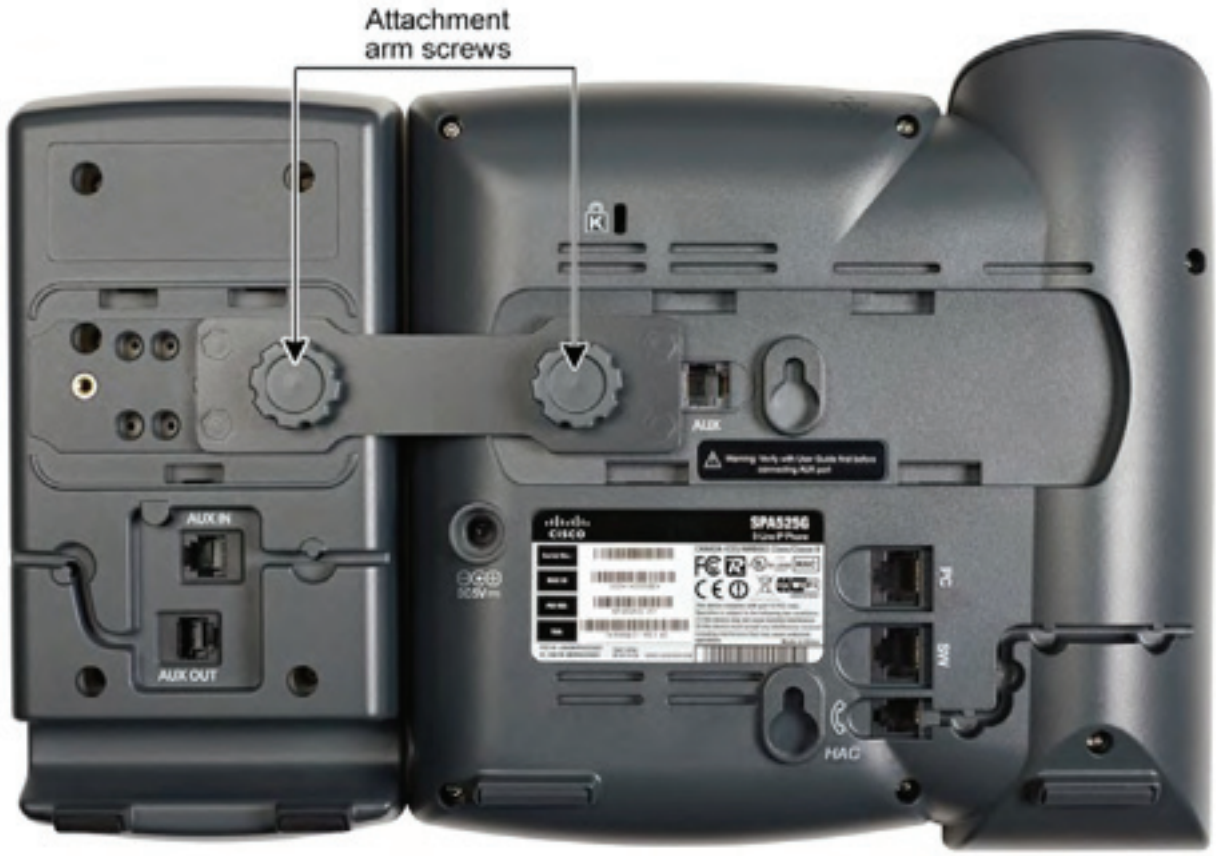
Step 3 Insert the pegs on the attachment arm into the peg holes as shown below on the Cisco SPA 500 Series IP Phone.

Step 4 Using an attachment arm screw, secure the attachment arm to the Cisco SPA 500 Series IP Phone.

Step 5 Align the right screw hole in the Cisco SPA 500S with the unused hole on the attachment arm.

Step 6 Insert the pegs on the attachment arm into the peg holes on the Cisco SPA 500S.

Step 7 Using an attachment arm screw, secure the attachment arm to the Cisco SPA 500S.

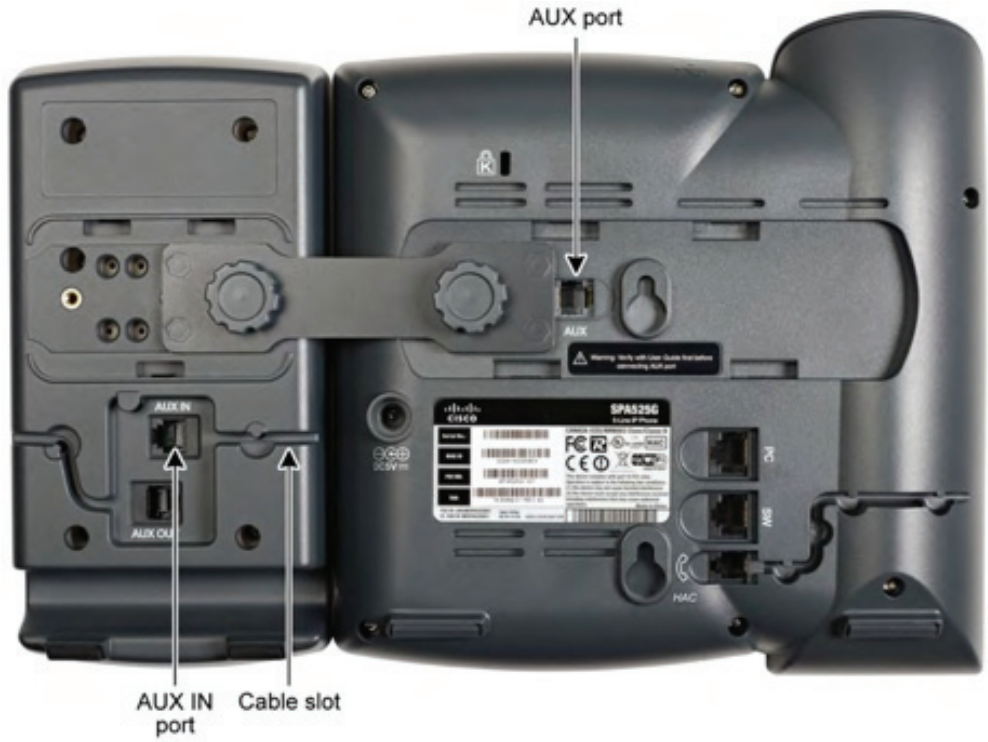


CAUTION **Do not plug a telephone line cord into the 'AUX' port. Use only the auxiliary cable provided with the Cisco SPA 500S.**

Step 8 Locate the 'AUX IN' port on the back of the Cisco SPA 500S. Connect one end of the auxiliary cable into this port.

Step 9 Locate the 'AUX' port on the back of the Cisco SPA 500 Series IP Phone. Connect the other end of the auxiliary cable to this port. The Cisco SPA 500S is powered by the auxiliary cable with the Cisco SPA 500 Series IP Phone; no additional power source is required.

Step 10 Route the auxiliary cable inside the cable slot of the Cisco SPA 500S.



Step 11 Attach the appropriate desktop stand to each unit.

Connecting a second Cisco SPA 500S

A maximum of two Cisco SPA 500S attendant consoles can be connected to a Cisco SPA 500 Series IP Phone. The instructions in this section are for connecting a second SPA 500S. If you are not attaching a second Cisco SPA 500S, skip to the 'Configuring the Cisco SPA 500S' section.

Step 1 Attach the first Cisco SPA 500S to the IP phone and connect the auxiliary cable as described in section 1 'Connecting the Equipment'.

Step 2 Align the screw hole in the Cisco SPA 500 Series IP Phone with one of the holes on the attachment arm.

Step 3 Insert the pegs on the attachment arm into the peg holes on the Cisco SPA 500S.

Step 4 Using the attachment arm screw, secure the attachment arm to the first Cisco SPA 500S.

Step 5 Align the right screw hole in the second Cisco SPA 500S with the unused hole on the attachment arm.

Step 6 Insert the pegs on the attachment arm into the peg holes on the Cisco SPA 500S.

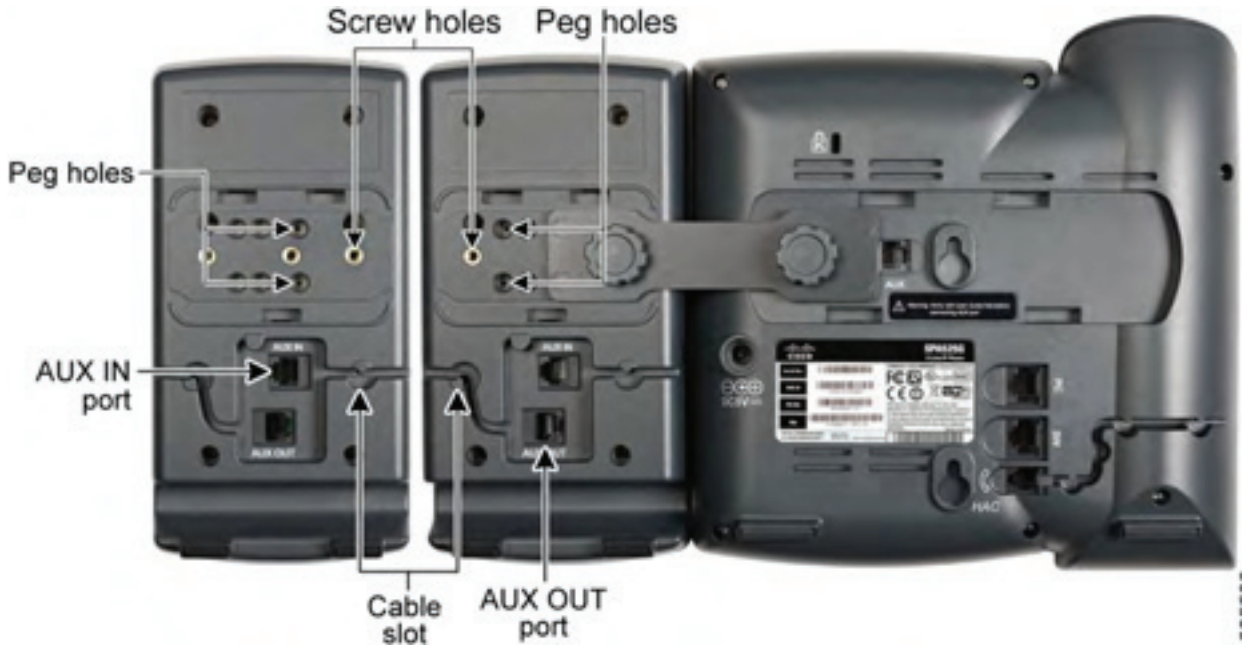
Step 7 Using the attachment arm screw, secure the attachment arm to the second Cisco SPA 500S.

CAUTION **Do not plug a telephone line cord into the 'AUX' port. Use only the auxiliary cable provided with the Cisco SPA 500S.**

Step 8 Locate the 'AUX OUT' port on the back of the first Cisco SPA 500S. Connect one end of the auxiliary cable to this port.

Step 9 Locate the 'AUX IN' port on the back of the second Cisco SPA 500S. Connect the other end of the auxiliary cable to this port.

Step 10 Route the auxiliary cable inside the cable slot. The Cisco SPA 500S is powered by the auxiliary cable with the Cisco SPA 500 Series IP Phone; no additional power source is required.



Step 11 Attach the appropriate desktop stands to each unit.

Configuring the Cisco SPA 500S

You can configure the Cisco SPA 500S buttons for speed dials, line monitoring, one-touch transfer and other features (if supported by your phone system).

To configure the Cisco SPA 500S:

- If the Cisco SPA 500S and attached Cisco SPA 500 Series IP Phone are part of a Cisco SPA 9000 Voice System, we recommend that you use the Cisco SPA 9000 Set-up Wizard. See the System Configuration using the SPA 9000 Set-up Wizard Installation and Configuration Guide on www.cisco.com.

- If you want to manually configure the Cisco SPA 500S using the web-based configuration utility for the Cisco SPA 500 Series IP Phone, to which the Cisco SPA 500S is attached, see the Cisco SPA 300 Series, SPA 500 Series and WIP310 IP Phone Administration Guide on www.cisco.com.

This guide also contains instructions for using the Cisco SPA 500S and attached Cisco SPA 500 Series IP Phones with a SIP call server, such as BroadSoft or Asterisk.

NOTE If you are using the Cisco SPA 500S and Cisco SPA 500 Series IP Phones with the Cisco Unified Communications Series for Small Business, use Cisco Unified Communications Manager Express or Cisco Configuration Assistant for phone and attendant console configuration and administration.

Using the Cisco SPA 500S

You can press a button on the Cisco SPA 500S to dial an associated line, pick up a call ringing on a line, or transfer a call to the line.

The options available on the Cisco SPA 500S depend on the phone system configuration. Your phone system might not provide all of the features mentioned in this document.

Monitoring lines

The colour of a line button gives you information about the line being monitored.

SIP system:

- Green (steady): the line is idle
- Green (blinking): the phone is in call-back mode
- Red (steady): the line is in use
- Red (slow blinking): the line is on hold
- Red (fast blinking): the line is ringing
- Orange (blinking): phone registration has failed
- Off: the line is not configured

SPCP system:

- Green (steady): the line is in use
- Green (blinking): the phone is on hold
- Orange (blinking): the line is ringing
- Off: the line is not configured